

# **Fiscal Accounting Services**

## **Mission:**

The mission of the Division of Fiscal Accounting Services is to support County Departments' delivery of services through the timely and accurate processing of payroll and vendor payments, recordation of financial transactions, and billing of charges for utility services.

## **Goals:**

- To ensure that all payments made to vendors and employees are timely and accurate.
- To provide efficient and effective billing service to our water, sewer maintenance, and solid waste customers, and to secure the revenue stream associated with services provided.
- To support County Departments by maintaining data and providing information needed and requested.

## **Implementation Strategies for FY2003:**

- To identify existing technologies and take advantage of new technologies that will allow us to delight our customers.
- To support the expansion of the use of the P-card and E-forms.
- To provide training and support to users of the Kronos time and attendance system.
- To identify programs and processes that can be streamlined or improved.

Fiscal Accounting Services is also responsible for:

- maintaining insurance schedules for all County real estate, vehicles, and other personal property, and filing any necessary claims;
- accounting for the workers' compensation activity for the County;
- accounts receivable billing for transportation charges, scales usage, grass cutting, demolition, and other miscellaneous County services and charges;
- maintaining the County's general ledger, charge-outs to user departments, journal entries, and grant reporting to granting agencies;
- providing W-2's and 1099's for recipients, and related tax returns to IRS;
- providing support to the Schools in the areas of payroll, accounts payable, and general ledger.

## **Budget Issues:**

- In FY2001, the cost for the staff of the Utility Billing operations was transferred to the Sewer Utility Fund and the Solid Waste Management Fund.
- For FY2003, a Grants/Payroll Coordinator position is added to assist in locating new grant funding sources and coordinate information to the departments as well as provide support for various payroll functions.

General Fund Expenditures	FY1999 Actual Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Original Budget	FY2002 Expected Appropriations	FY2003 Adopted Budget
<b>50125 Fiscal Accounting Services</b>						
Personnel Services	324,601	343,875	319,890	338,450	338,450	381,530
Contractual Services	4,759	2,226	3,150	3,650	3,650	3,220
Internal Services	21,915	25,783	26,087	27,050	27,050	27,266
Other Charges	8,262	8,126	9,029	11,330	11,330	11,110
Materials & Supplies	8,252	8,445	8,039	8,690	8,690	9,455
Capital Outlay	<u>3,166</u>	<u>1,619</u>	<u>5,984</u>	<u>2,500</u>	<u>2,500</u>	<u>9,000</u>
Activity Total	<u>370,955</u>	<u>390,074</u>	<u>372,179</u>	<u>391,670</u>	<u>391,670</u>	<u>441,581</u>
Percentage Change	12.20%	5.15%	-4.59%	5.24%	N/A	12.74%

#### FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	7.25	7.25	6.00	6.00	6.00	7.00
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Trades & Crafts	-	-	-	-	-	-
Total	<u>8.75</u>	<u>8.75</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>8.50</u>

